

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 02/2016
OPENING DATE: 01/25/16
CLOSING DATE: 02/15/16
POSITION TITLE: EXECUTIVE MANAGEMENT SPECIALIST, FSN-11
SALARY: KZT 7,109,667 p.a. (starting gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the Supervisory Executive Officer, the incumbent helps lead Executive Office daily operations and: 1) serves as a senior FSN advisor to the Supervisory Executive Officer on matters related to administrative and operations management, logistics, and administrative procurements for USAID/Central Asia and USAID/Kyrgyz Republic offices; 2) participates in the determination and implementation of policy related to administrative and logistical support functions, and provides recommendations to the Supervisory Executive Officer on major administrative policy issues; 3) reviews and updates USAID Mission Orders and directives with respect to administrative policies, procedures and practices, and program activities; 4) coordinates closely with the Human Resource Office regarding the arrival and departure of American personnel; 5) is responsible for ensuring that appropriate management and internal controls are in place for efficient Executive Office operations; 6) for assisting in the processing of administrative procurement actions; 7) supports and oversees the Communications & Records Specialist in establishing and maintaining a records management, correspondence, and reproduction services program per Agency regulations; 8) coordinates with and provides support for IT systems and operations, as appropriate; 9) supervises and provides technical assistance for processing travel documents for all Mission personnel; determines entitlements and restrictions applicable for each mode of travel and reviews and approves travel authorizations, as appropriate; 10) supports the administration of the Mission's safety, health and security program in coordination with the USCG Almaty Management Section and Regional Security Office (RSO); 11) participates in the development of the fiscal year OE budget and administrative procurement plans; 12) signs and approves administrative paperwork for the Executive Office (payment vouchers for purchases and services other than personnel, request for official purchases, receipt for cash sub-vouchers, authorization for expendable supplies, work orders, procurement requests, time and attendance and others); 13) plans and oversees logistic and administrative support for high-level visits; 14) plans and supports a wide variety of official and celebratory events, meetings, trainings, and retreats; 15) serves as the Office Chief in the absence of the Supervisory Executive Officer; 16) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (50%):** University degree in Business Administration, Law, Social Sciences, or other applicable degree. Minimum five years of progressively responsible, professional-level experience in performing and supervising a variety of management support service operations including travel, communications and records, property management, procurement/contracting, and/or like management operations. Expert knowledge of local regulations and practices. Formal training in areas of procurement, travel administration, property management and general services administration.

- **Teamwork/Interpersonal and Communication Skills (40%):** Excellent managerial and supervisory skills. Ability to lead, train and supervise employees. Excellent analytical, oral, written, and interpersonal communications skills. Ability to deal with the public and Mission staff, handle requests or complaints patiently and diplomatically, leading to resolution. Ability to work with minimal supervision, identifying, facing and resolving problems before they escalate to higher levels. Ability to manage conflict and deal with difficult situations in order to maintain a good working environment within the Mission.

- **Language Skills (10%):** Level IV (fluent) in English and Russian.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received by **COB Monday, February 15, 2016** via e-mail: almaexo_hr@usaid.gov (preferred) or mail to the Executive Office (EXO)/Personnel, USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. A copy of the Position Description is available in EXO/Personnel (tel.: (7-727) 2507612/17, ext. 6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.